

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND FAMILY SERVICES  
DIVISION OF MANAGEMENT AND TECHNOLOGY  
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 9--FMS Processing 4.2	EFFECTIVE DATE: 6/17/86
TITLE: State Self-Funded Property Insurance Program	REVISION DATE: 4/1/99
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 2

**BACKGROUND**

The State Self-Funded Property Program protects the Department's property from direct physical loss other than those causes specifically excluded. This coverage provided by the Department of Administration (DOA) is known as All Risk Coverage. Presently, monies obtained from successful claims against the All Risk Coverage are generally deposited in Appropriation 999 and may be used by the claimant for approved expenditures related to the original loss.

**PROCEDURES**

1. All claims against the State Self-Funded Property Program are to be submitted to Bill Calcese, Chief, Purchasing Section.
2. All proceeds from All Risk Coverage are to be deposited in Appropriation 999 upon receipt. If the Bureau of Fiscal Services (BFS) receives the proceeds directly from the DHFS Purchasing Section, BFS will prepare a deposit voucher and forward a copy to you. This will represent your written notification that the Department has received risk coverage reimbursement.
3. Any expenditures from Appropriation 999 must have prior departmental approval. Requests for expenditures should be submitted to Debbie Fahey, Institution and Administrative Accounting Section, via e-mail at ([faheydl@dhfs.state.wi.us](mailto:faheydl@dhfs.state.wi.us)). Requests for expenditures should include the following:
  - a. A description of the original loss, date of loss, and the dollar amount that was paid by the All Risk coverage.
  - b. Proposed plans to utilize the proceeds deposited in Appropriation 999 including the relationship between the original loss and proposed expenditures.
4. There are two methods to charge expenditures to Appropriation 999.
  - a. **Use of Journal Voucher.** In some cases, it may have been necessary to repair or replace an item before the funding was received from the insurance program. In these situations the expenditure was charged to your operations funding, and a journal voucher will be prepared by BFS to transfer the costs to the insurance Appropriation 999. Please forward to BFS a

copy of the invoice voucher or voucher number that was used to pay for repair or replacement of the item.

- b. **Use of Invoice Document.** In some cases, you may pay for the repair or replacement after the receipt of the insurance proceeds. Prepare an invoice voucher and code the expenditure to the insurance Appropriation 999 and forward to BFS for processing.

**CONTACT PERSON**

Amy Korpady, Chief  
Institution & Administrative Accounting Section  
(608) 266-2708